

SALES CONDITION CODES Effective 1/1/2012

| Code Number | Description | Instructions |
|-------------|---|--|
| 0 | Normal | Used for Equalization. |
| 1 | Quit Claim Deed | Quit Claim Deed |
| 2 | Sale to/by Government/Exempt Organization | Sales to/by a government or exempt organization (Seller or Buyer is an exempt organization). Abated properties are not included, i.e., urban revitalization or industrial abatement. |
| 3 | | |
| 4 | Transfer of partial interest | Purchase of a percentage of the total fee simple. If the total interest is represented in separate DOVs, the sale may be used by totaling the selling prices of the interest. |
| 5 | Life Estates | Life estate. |
| 6 | | |
| 7 | Corporate merger or reorganization | Merger or reorganization of an existing entity. |
| 8 | Timeshares or COOPs | Coops are generally transferred through shares without filing a DOV or a deed. Those coops that are operating as apartment complexes may sell the entire complex, this would not be considered a normal sale for equalization purposes. |
| 9 | Adjoining or adjacent properties. | Residential adjacent properties are used for equalization. |
| 10 | Assemblage (Does not apply to agricultural land) | Assemblage of agricultural land sales are used for equalization; however, land to be operated as a unit that is not classified Agricultural is not used for equalization. |
| 11 | | |
| 12 | A forced sale, foreclosures, forfeitures, Sheriff's and Tax Sales, or transfers arising from default. | This would not include post-activity sales from a third-party to another. If Buyer or Seller is either a financial institution or a party to the deed, then it is not used for equalization. |
| 13 | Sale to/by public utility or railroad. | Central Assessment property. |
| 14 | Exchange, trade, gift, transfer from Estate. (Including 1031 Exchanges) | Transfers from an Estate would include the name of the Estate and/or a Court Officer's Deed. |
| 15 | Change in Classification | |
| 16 | Improvements or demolition after January 1 of the year of the sale but prior to actual date of sale. | Documented new additions, new buildings/garages, basement/attic finish, removal of buildings/garages or capital improvements exceeding 20% of the assessed value of the improvements, and occurring after January 1, but before the sale date will not be used for equalization. Fire or flood damage must occur after January 1 but prior to the sale date. |
| 17 | Sale between family members or related parties. | Defined as: <div> <div>Mother</div> <div>Father</div> <div>Daughter</div> <div>Son</div> <div>Sister</div> <div>Brother</div> <div>Stepmother</div> <div>Stepfather</div> <div>Stepdaughter</div> <div>Stepson</div> </div> <div> <div>Stepsister</div> <div>Stepbrother</div> <div>Mother-in-law</div> <div>Father-in-law</div> <div>Daughter-in-law</div> <div>Son-in-law</div> <div>Sister-in-law</div> <div>Brother-in-law</div> <div>Grandmother</div> <div>Grandfather</div> </div> <div> <div>Granddaughter</div> <div>Grandson</div> <div>Foster parent</div> <div>Foster child</div> <div>Aunt</div> <div>Uncle</div> <div>Niece</div> <div>Nephew</div> <div>Foster brother</div> <div>Foster sister</div> </div> |
| 18 | Court-ordered Sale | |
| 19 | | |
| 20 | | |
| 21 | Lot assessed as unplatted land (5 year plat rule) | |
| 22 | Fulfillment of prior year contract | |
| 23 | Assignment or assumption of a contract for deed. | A third party assumes the original contract terms for buyer or seller. |
| 24 | Auction sales | Except for Agricultural sales. |
| 25 | Partial Assessment (New construction or incomplete structural changes as of January 1) | Applies to new construction, but not remodeling; and incomplete structural changes as of January 1. |
| 26 | Split or division | |

| | | |
|----|---|--|
| 27 | Property assessed by two assessors. | |
| 28 | Property with dual classification/sale of two or more parcels with different classifications | Two or more parcels with different classifications included in the same sale price. Agricultural property with a residential dwelling is not property with dual classifications. |
| 29 | Sale between Tenant and Landlord (includes sale/lease-back transactions) | |
| 30 | Transfers to correct or modify conveyance. | |
| 31 | | |
| 32 | Cemetery lot sales | |
| 33 | | |
| 34 | Vacant lot | |
| 35 | Vacant building | The building must be vacant one year prior to the date of sale (excluding residential). |
| 36 | Prior year sales | Prior year refers to the instrument date year of the sale. Prior year designation is only used when the instrument date year has been closed for data entry purposes. |
| 37 | Easements | |
| 38 | No consideration | |
| 39 | | |
| 40 | Sale of land without leased building | |
| 41 | Sale of leased building without land | |
| 42 | Transfers intended to secure a debt or other financial obligation. | |
| 43 | | |
| 44 | Mobile Home not assessed as real estate included in sale price | |
| 45 | Relocation Sale | |
| 46 | Sale with consideration paid for real property of \$10,000 or less. | |
| 47 | Section 42 Housing | |
| 48 | Properties with Minimum Assessment Agreement unless the assessment is greater than the Minimum Assessment Agreement | |
| 49 | | |
| 50 | Other with explanation. | |

(Revised 4/24/2012)